
PROCEDURE#:	_____	SUBJECT:	<u>Exemptions, Request for</u>
APPROVAL DATE:	_____		_____
EFFECTIVE DATE:	_____		_____
REVISION DATE:	_____		_____
EXECUTIVE SPONSOR:	_____	SIGNATURE	_____

REFERENCE TO OTHER POLICIES AND PROCEDURES

MBE/WBE Program Requirements

PURPOSE

To establish a fair, consistent, and expedient process for grantees to request exemptions when they are not able to comply with minority and woman owned business requirements established by the Board of Directions.

POLICY

All recipients of RDA funds must comply with the MBE/WBE Program Requirements inclusive of meeting or exceeding the 15% MBE and the 5% WBE goals. A Grantee may request that a portion or all of their grant funding be considered exempt from the MBE/WBE program by filing the exemption in writing subject to the guidelines outlined below.

PROCEDURE

1. All grantees will be made aware of the MBE/WBE Compliance goals as well as the Buy Indiana goals at their time of application.
2. During the application process, grantees will be required to submit an MBE/WBE proposed utilization plan outlining plans for MBE/WBE compliance.
3. The Compliance Consultant will monitor each ongoing grantee on a quarterly basis. The results of this monitoring will be reported to the board of directors.
4. If a grantee determines circumstances that will prohibit them from meeting the MBE/WBE program requirements, an exemption (REQUEST FOR EXEMPTION FORM see attached) should be completed and submitted to the Executive Director during the application process.
5. The exemption submission must include (1) an overview of the need for the exemption such as land acquisition (2) the amount that is requested for exemption (3) and include other methods the organization will use to try and increase compliance in other areas.
6. The Executive Director will review all *Requests for Exemption* to determine whether the exemption is appropriate.
7. The final disposition of all requests for exemption will be forwarded to the grantee, compliance consultant and one copy will be filed with the original application.
8. In some circumstances(i.e, unusual cases, not previously addressed issues, etc), the Executive Director may work with the Chairman of the Board to determine whether the request will be addressed by the Executive Director, an RDA Working Committee or the full Board of Directors.